

DUTY STATEMENT

Classification: Energy Commission Specialist I (FO)	Position No. 6200-4947-006
CBID: R10	Office: Fossil Fuels
Date Prepared: October 3, 2008	Division: Fuels and Transportation
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under the direction and supervision of the Energy Commission Supervisor II (FO) in the Fossil Fuels Office of the Fuels and Transportation Division, the incumbent will perform quantitative analyses on complex, sensitive, and technical problems related to transportation fuel supply and demand analysis which requires, on a regular basis, a high level of knowledge, skill, and ability. The incumbent will apply a broad range of technical expertise in conducting energy-economics and statistical studies to perform transportation fuel supply and demand analytical tasks. In this capacity, the incumbent will provide expert consultation services within the area of world oil supply markets and California transportation fuel demand.

WORKING CONDITIONS:

The work is performed in an indoor office and meeting room setting involving sitting, standing, and walking. The candidate must work well with people inside and outside the Energy Commission, including members of the general public. Travel may be required to participate in workshops, hearings, and meetings, and outdoor project site visits that may consume one to five percent of the time. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, spreadsheet and data management programs, electronic mail, and Internet browsers. The incumbent will participate in meetings with other staff, other agencies, and stakeholders.

DUTIES AND RESPONSIBILITIES:

- 40% Develop forecasting models and cost/benefit methodologies to analyze transportation demand and energy consumption using highly complex economic, statistical, and survey techniques, including qualitative choice and micro-simulation methodologies. (E)
- 30% Perform travel and energy demand forecasts using the demand models and evaluate economic and cost/benefit impacts, using other simulation methods and techniques, for a broad range of complex policy options for California's transportation sector. (E)

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- 15% Provide subject-matter expert consultation services on a range of energy-related issues regarding California's transportation sector to Energy Commission management and other governmental agencies. (E)
- 10% Prepare information to support Energy Commission responses to legislative proposals and media requests for transportation data and coverage of transportation issues. (E)
- 5% Perform other duties as required consistent with the specifications of this classification. (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<div></div> <div></div> <div> VACANT Energy Commission Specialist I (FO) </div> <div> Date </div>	<div></div> <div></div> <div> GENE STRECKER Energy Commission Supervisor II (FO) </div> <div> Date </div>